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Approved For Release 2001/07/30 : CIA-RDP78-05343A000100130006-7

DD/M&S 74-1692

14 MAY 1974

MEMORANDUM FOR: Acting Director of Medical Services

Charlie:

1. The purpose of this note is to pass on information concerning personnel cuts in FY-75. A few words describing the general situation are first in order. On 9 May the Director approved the FY-75 staff personnel level. Action is now underway based on the specifics of the positions elimination for FY-75 recommended to the Director by the ADD Working Group. It is not, however, until 30 June 1975 that we must arrive at the level reduced from the FY-74 authorizations. While this, admittedly, will be less than the most neat and tidy manner of accounting for on-duty people, any other approach would have forced the Agency into an immediate surplus personnel exercise.
2. Selection of the staff positions recommended for deletion in FY-75 came about through the following methodology. We first thoroughly acquainted ourselves with the "mini-resource packages" produced by the Offices for the ADD Working Group. There then was added two judgmental factors. The first was a realization in this day of personnel austerity certain niceties of service, as opposed to essential responsibilities, should be identified. Secondly, other judgments were made based on a general level of knowledge or understanding, a realization that either the standard contract or the independent contractor route could be utilized, or, lastly, a determination that a conventional "belt tightening" approach could be utilized.
3. The following position was listed for reduction, and it can be replaced at your option:

Covert Ops - 1

25X1A

  
John F. Blake  
Associate Deputy Director  
for  
Management and Services

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